National Aeronautics and Space Administration

George C. Marshall Space Flight Center Marshall Space Flight Center, AL 35812



November 12, 2002

Reply to Attn of:

QS50 (02-90)

TO:

Distribution

FROM:

QS50/David J. Spacek

SUBJECT:

Minutes of the MSFC Safety, Health, and Environmental Committee

Meeting

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, October 30, 2002, in Building 4203, Conference Room 1201. The attendance list is maintained on file in the Industrial Safety Department (4202/307). The agenda for the meeting is attached as Enclosure 1.

Opening Remarks (Nance Jo Ogozalek)

Nance Jo informed the Committee that the revised SHE Charter has been approved, signed, and is available online. The Charter number is MC-12-A and can be accessed by going to Inside Marshall and selecting MIDL on the ISO 9000 Homepage, or a direct link to the Charters list is: http://starbase.msfc.nasa.gov/directives/mcbc/

Safety Moment (Lisa Bonine)

Lisa provided the safety moment. She discussed a pedestrian accident that involved herself and her husband. A car, estimated to be traveling 40-45 mph, struck them as they were walking across a parking lot. Although both were seriously injured and required extensive medical treatment, no permanent disabilities resulted from the incident. She feels very fortunate because she was told that getting struck by a car traveling at that speed is normally a fatality. Lisa discussed that some lessons learned from this incident are to be more alert, walk across traffic lanes as directly and quickly as possible, and do not take your health for granted.

Previous Meeting Minutes (Nance Jo Ogozalek)

Nance Jo asked the committee if they had any corrections or comments to previous minutes. No comments were voiced.

Organization Reports:

Phil Robbins reported that the Contractors Safety Forum (CSF) would meet on November 1, 2002.

Special Reports

Loading Dump-Truck Close Call (Warren Powell/EG&G)

Warren discussed a close call incident that involved a backhoe and dump truck. The backhoe operator was using the bucket to load large pieces of concrete onto a dump truck. While attempting to load a large piece of concrete, the concrete slipped and hit the door on the driver's side of the dump truck. Fortunately the driver was clear of the vehicle when the incident occurred. Some measures that have been taken to help prevent recurrence are: 1) the Job Hazard Analysis (JHA) has been revised to require driver to be clear of the vehicle when loading; 2) foreman met with all operators to discuss this incident and emphasized additional safety measures to take in the future; and 3) large pieces of concrete to be broken into smaller pieces if the backhoe is used for loading, otherwise, use a crane. The chart presentation is attached as Enclosure 2.

Safety Day Report (Dave Spacek/QS50)

Dave reported that only one incident was reported during MSFC's standdown Safety Day. The incident involved a personal vehicle and a food service delivery vehicle in the parking lot at Building 4203. No injuries were reported. He noted that a lesson learned meeting is planned, and an online survey for employee feedback is being prepared. He noted that good feedback has been received in regards to the speaker, Dr. Joseph Mancusi. Videos of his presentation are available by contacting the Industrial Safety Department.

Slips, Trips, and Falls Awareness Campaign (Norma Horton/QS50)

Norma reported that the SHE Communications Team is sponsoring a slips/trips/falls awareness campaign at MSFC from November 18 – 22, 2002. Slips/trips/falls continue to be the number one cause of lost-time injuries at MSFC. The purpose of this campaign is to increase knowledge of contributing behavior factors, and identifying and reporting slips/trips/falls hazards. The chart presentation is attached as Enclosure 3.

SHE Organization Reports

Occupational Health Report (Joyce Eagan/AD60)

Joyce discussed the Medical Center's occupational illness/injury data report for FY2002. The chart presentation is attached as Enclosure 4.

Environmental Report (Sharon Scroggins/AD10)

Sharon reported that she is the chairperson of a newly established Environmental Excellence Team (EXT). The focus of the team is to increase environmental awareness at the Center. She noted that 30 employees signed up to join the EXT at the Safety Day exhibit. It was requested that the SHE Committee support the EXT programs, and help get the word out of its existence. The chart presentation is attached as Enclosure 5.

Industrial Safety Report (Dennis Davis/QS50)

Dennis reviewed the MSFC safety data charts. He reported that one lost-time mishap has been reported since the last meeting. The chart presentation is attached as Enclosure 6.

ACTION SHE-02-016: Invite RS01 to the next working meeting to discuss open HAZTRAK findings. (Dennis Davis/QS50; Due: 11/13/02)

Open Actions (Dennis Davis/QS50)

Dennis reviewed the open actions. The chart presentation is attached as Enclosure 7.

New Business (Nance Jo Ogozalek)

Jamie Miernik/ERC noted that May 2003 is Transportation Focal Month. She asked if riding bikes to work and touring the Center could be made a part of that month's focus.

ACTION SHE-02-017: Review Jamie Miernik's proposal to make May 2003 Transportation Safety Focus month. (Communications Subcommittee; Due: 1/30/03)

Proposed SHE Agenda to Marshall Team Meeting (Nance Jo Ogozalek)

- Occupational Health Report
- Slips/Trips/ Falls Campaign
- Industrial Safety Metrics
- SHE Committee Report

The next SHE Committee Meeting will be a working meeting and is scheduled for Wednesday, November 13, 2002, at 2:00 p.m. in Building 4202/326A

David J. Spacek

Manager

Industrial Safety Department

7 Enclosures

Distribution:

SHE Committee Members

cc:

CD20/P. Schultz

CSC/P. Robbins

DE01/A. Roth

QS40/R. Mize

OS50/D. Davis/J. Milburn

UP10/K. Cornett

SHE COMMITTEE AGENDA Building 4203, Conference Room 1201 2:00 pm, Wednesday, October 30, 2002

Open Meeting (Nance Jo Ogozalek/Chairperson/Lab. Ops. Subc.)

Safety Moment (Lisa Bonine/QS40)

Comments if Desired (Axel Roth/DE01)

Previous Meeting Minutes (Nance Jo Ogozalek/Lab. Ops. Subc.)

Organizations Reports: (Note: Per action from previous meeting, Sub-Committees should identify current committee members)

MSAT Communications Training Emergency Energy Conservation CSF

Special Report(s)

- Loading Dump-Truck Close Call (Warren Powell/EG&G)
- "Safety Day" Report (Dave Spacek/QS50)
- Slips, Trips & Falls Awareness Campaign (Norma Horton/QS50)

SHE Organization Reports

- Occupational Health Report (Joyce Eagan/AD60)
- Environmental Report (Allen Elliot/AD10)
- Industrial Safety Report (Dennis Davis/QS50)

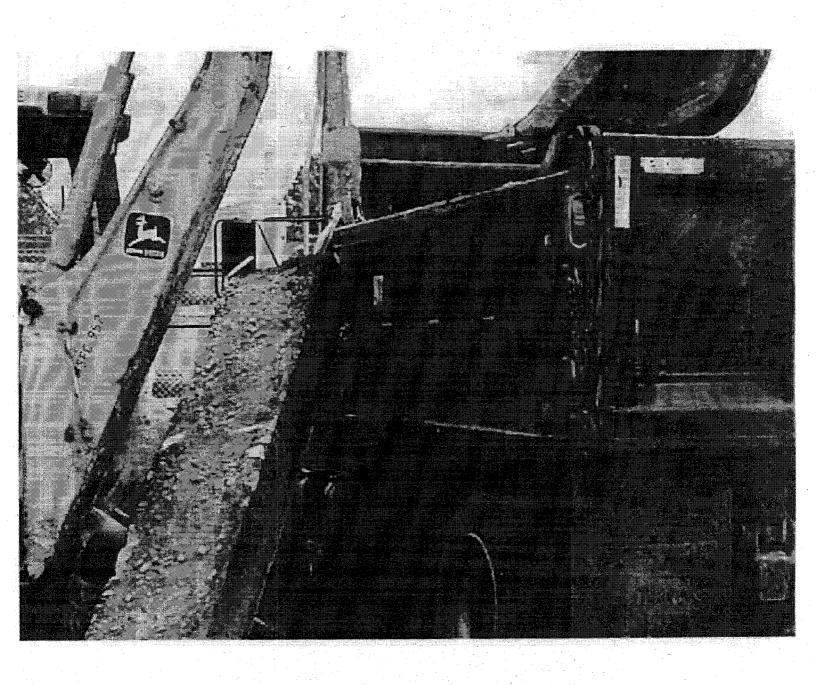
Open Actions (Dennis Davis/QS50)

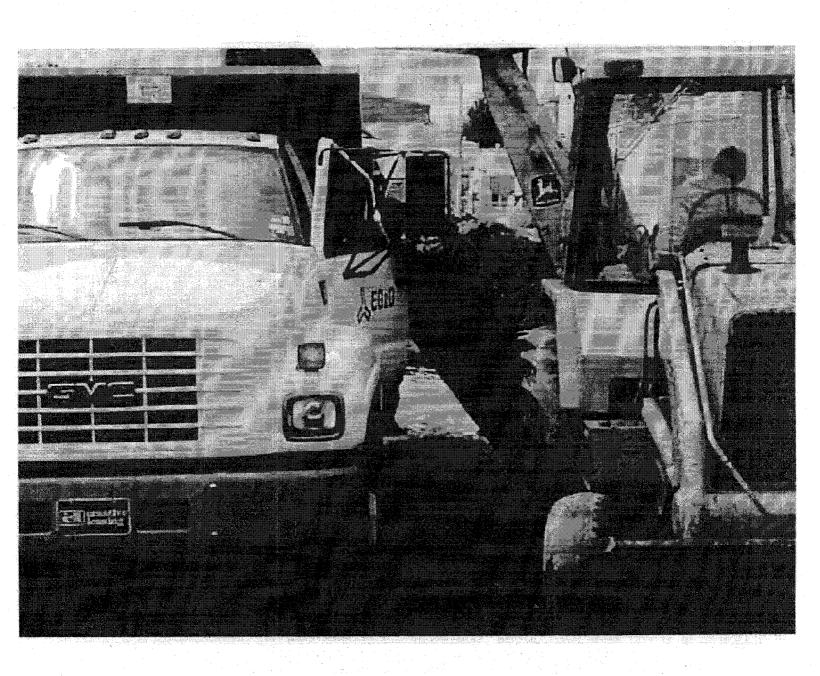
New Business - Open Floor (Nance Jo Ogozalek)

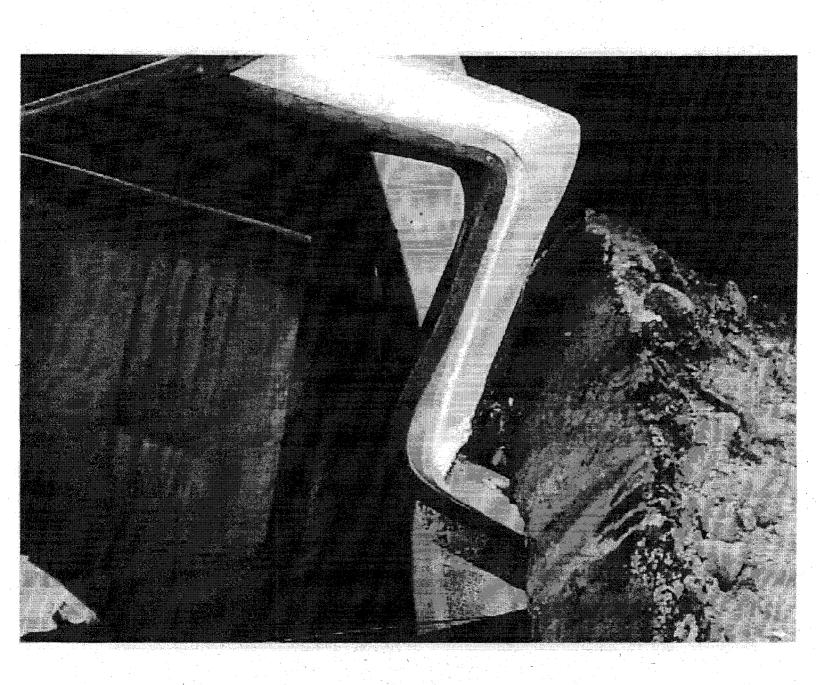
Review New Open Actions (Recorder)

Plan Report to Marshall Team Meeting (Nance Jo Ogozalek)









Slips, Trips, & Falls, Awareness Campaign

By: SHE Communication Team

BARE Facts About Slips, Trips, & Falls

•Who?

-SHE Communications Team

•What?

-Week-long awareness campaign

•Where?

- -Center-wide publicity & information
- -Wellness Center activities
- -Promotional event in 4200 Complex

•When?

-November 18 - 22, 2002

•Why?

- -Increase slip, trip, & fall hazard identification skills
- -Increase knowledge of contributing behaviors
- -Stimulate Center-wide dialog on effective prevention strategies



The BARE Facts Are...Slips, Trips, & Falls Can Be Prevented!

Campaign Elements

- MSFC Media Publicity
 - Employee TV (daily)
 - Daily Planet (daily)
 - Inside Marshall & Inside Marshall Today (daily)
 - Marshall Star (November 14)
 - SHE Web page (November 18 22)
- Signs and Posters
- Electronic Posters
- Informational Material
 - Bear Card Handouts
 - Media Publications
- Wellness Center Partnership Activities
 - Supportive Health Information Literature
 - Special Support Activities (plans under development)
- Themed Promotional Event, November 20th
- Supervisor-Led Activity, November 20th

The BARE Facts



Monday, November 18th

- Personal impact of these injuries
- Program impact of these injuries
- Relevant statistics & MSFC lessons learned



Tuesday, November 19th

- Health & fitness factors
- Wellness Center Activities
- Relevant statistics & MSFC lessons learned

The BARE Facts



& Falls Can Be Prevented!

Wednesday, November 20th

- Bear Card distribution
- Supervisor-led review of cards
- Identifying & reacting to slip, trip, & fall hazards in your own environments
- Relevant statistics & MSFC lessons learned

Promotional Event

- Safety Bear & Hazard Hunter Appearance
- 7:30 8:30, Building 4200, East Sidewalk
- 10:45 12:30, Building 4203, Lobby
- Handouts

Supervisor-Led Activity, Nov. 20th



Bear Card: Front



Slips, Trips, and Falls.....

Continue to be MSFC's # 1 Cause of Lost-Time Injuries

What YOU can do to help...

Look for slip, trip, and fall hazards in the work area:

- Uneven floors, trailing cables, or slippery areas indoors and outdoors
- Obstructed pathways
- · File drawers left open in path of travel
- Damaged steps, floors, and carpets
- Electrical cords and wires in walkways

Use good judgment:

- Avoid bending, twisting, and leaning backwards while seated
- Don't climb or stand on unstable objects
- Know that a change in level between two walking surfaces demands extra care & attention
- . Choose the right stepladder for the lob
- Hold the handrails when ascending or descending.
- Don't be in a hurry
- · Pick up items on the floor a pen, paper clip, etc.
- Wear appropriate footwear

Report hazardous conditions to your Building Manager, SCRS, or call 4-Help

Bear Card: Back

Activity in Work Groups

- Bear Card Information Review*
- How to Act on Slip, Trip, & Fall Hazards*
- 10 15 minutes
 *Information posted
 on SSWP

Visible Supervisor
Support &
Commitment Is
Essential For
Campaign Success

The BARE Facts

I Don't Buy Your Excuse... You <u>CAN</u> Prevent Slips, Trips, & Falls!

Thursday, November 21

- Contributing Causes
- Changing Your Own Behavior
- Accident Experience by MSFC Building

Friday, November 22

- Special Hazards of Changes in Elevation
- Changing Coworker Behavior
- Ongoing Commitment to Protecting People



OCCUPATIONAL ILLNESS/INJURY DATA (FY02) OCTOBER 2001 – SEPTEMBER 2002

• Musculoskeletal: 46	• Skin Problems:
• Contusions/Abrasions: 23	• Eye Problems:
• Lacerations: 32	• Other:
• Insect Bites/Stings: 30	• Burns:
#########################	###############
• ILLNESSES: 11	
• INIURIES: 142	

MONTH	NASA	CONTRACTOR	INJURY	ILLNESS
Oct	5	10	15	0
Nov	5	7	12	0
Dec	4	4	8	0
Jan	0	8	8	0
Feb	4	9	13	0
Mar	3	3	6	0
Apr	2	14	15	1
May	5	10	12	3
Jun	6	10	11	5
Jul	9	9	16	2
Aug	4	11	15	0
Sept	1	10	11	0

BY MSFC ORGANIZATION

AD

CD

ED

FD

HQ

LS

MP

17

• PS

QS

RS

SD

TD

BY CONTRACTOR

• CMT	26	• L
• CORTEZ III	11	• Q
• ASRI	7	• G
• EG&G	5	• S
• JOPPA	5	• 11
• SVERDRUP	5	
• CSC	3	V
• NICK'S	3	• A
• BOEING	2	• A
 EXCHANGE 	2	• B

•	LB&B	2
•	QUALIS	2
•	GETRONICS	2
•	SOUTHERN FOO	D 2
•	USRA	2
•	VISITOR	2
•	AQUA PURE	1
•	AUTO SERVICE	1
•	BD SYSTEMS	1

BY CONTRACTOR

	The state of the s			
•	CIS	1	• KIRBY LAWLESS	1
•	COASTAL	1	• LMC	1
•	COVINGTON	1	• QTSI	1
•	ERC	1	• RW BECK	1
•	HERNANDEZ	1	• SIMCO	1
•	ICRC	1	• TBE	1
•	IITRI	1	• THIOKOL	1
•	INFINITY	1		

SUB-ORGANIZATION DISTRIBUTION

AD	CD	ED	FD	MP	PS	QS	RS	SD	TD
-10/2	-03/1	-11/1	-23/2	-51/1	-22/1	-02/1	-50/1	-31/1	-12/1
	-20/1	-12/1	-24/1	-71/2	-31/1	-20/1		-46/1	-51/2
		-13/1	-43/2			-21/2		-50/1	-73/1
		-20/1		·		-40/1		-70/1	
		-23/1			· ·			-74/1	
		-26/2							
		-31/3	·						
·	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	-32/1							
-		-34/2							
		-35/3							
	·	-38/1							

Environmental Excellence Team (EXT)

Purpose: To establish an EXT that will be the Center's focal point for promoting a culture at MSFC that moves the Center beyond compliance.

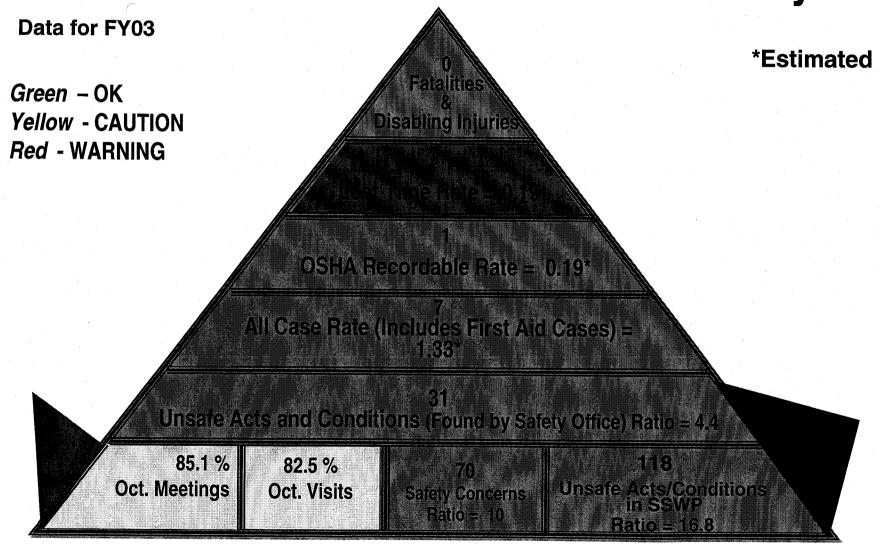
- 30 people signed up to join the EXT at the Safety Day exhibit
- Follow-up contact has been made with new team members
- Meeting with newly formed EXT members Tuesday, November 5
 - Plan competition for children relating to America Recycles Month (November)
 - Review EXT annual work plan
 - Form Earth Day team

MSFC Safety Data for FY03

(Current as of October 30, 2002)

- Personnel Safety Pyramid
- Leading Indicators
- October Safety Meetings/Visits
- Trailing Indicators
- FY03 Lost-Time Mishaps

MSFC Team Metric - Personnel Safety



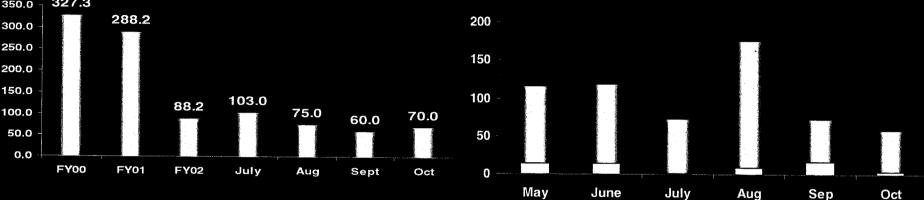
Corrective Actions for Red/Yellow Pyramid Metrics

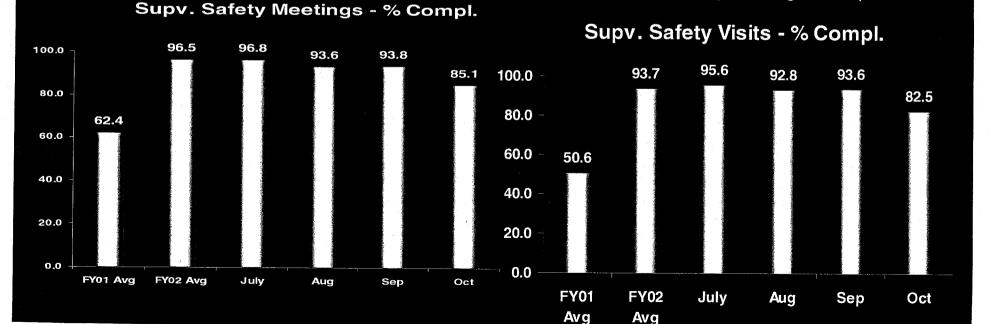
- Lost Time Rate
 - Communication Sub-Committee "S-T-F" Campaign in November
- Supervisor Meetings and Visits
 - No action anticipate Green by end of Month

SHE Committee

Team Metrics - Leading Indicators (10-30-02)







September Safety Meetings and Visits (10-30-02)

HONOR ROLL - 100% both Meetings & Visits

DA (11) SD (11)

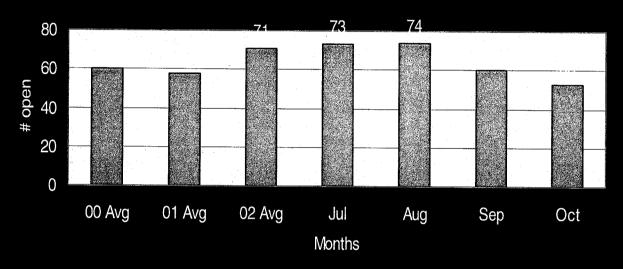
VS (10) LS (11)

MP (11) TD (2)

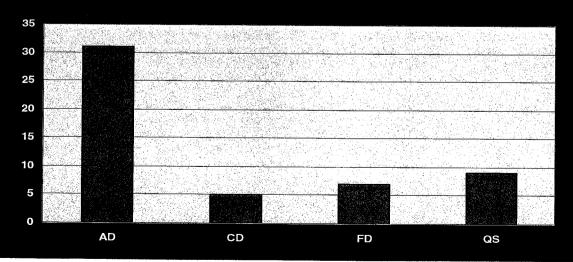
(Consecutive Months on Honor Roll)

SHE Committee

SCRS Metrics SCRS Open Over 60 Days

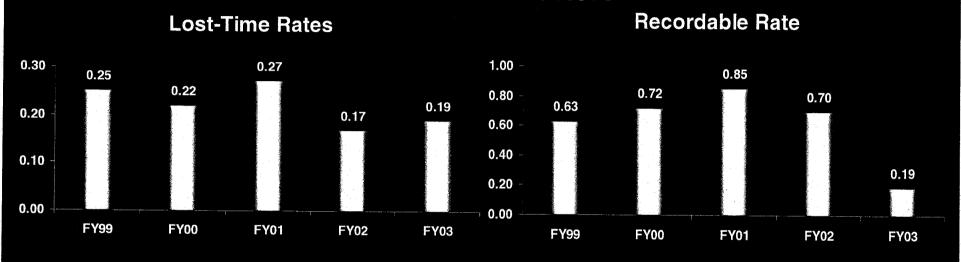


SCRS Open over 60 Days by Organization



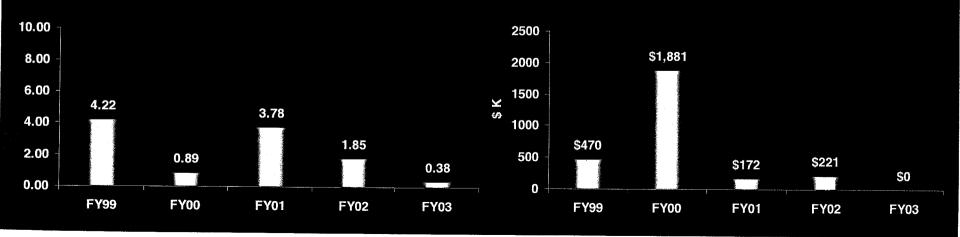
SHE Committee

Team Metrics - Trailing Indicators (10-30-02) Lower is Better!





Equipment & Property Damage



HAZTRAK Finding Status (10-30-02)

AREA	FY 2003	Open Findings	Abatement Plans	Late Last Month	Late this Month
AD01	0	2	2	4	2
AD10	0	0	0	0	0
AD20	1	7	2	0	1
AD30	0	4	0	0	1
AD40	1	14	4	1	1
AD50	1	1	0	0	0
CD	0	4	3	4	4
ED	12	67	4	5	5
FD	3	26		11	5
MP	0	0	0	0	0
SD	3	50	4	13	25
TD	10	25	38	16	9
RS	0	1	0		1
NSSTC	0	4	. 0	1	1
Total	31	205	58	56	55

Terminology

Open Findings - Findings that have not been Closed.

Abatement Plans – Approved interim hazard controls in place until finding can be corrected

Late – Findings open > 45 days with no Abatement Plan submitted, or Abatement Plan ECD has passed.

CY2001 = 1397

NOTE: Greater than 20% late goes Red

Mishaps - Corrective Action Closure (10-30-02)

Responsible	Open Mis	hap Cases		Corre	ctive Action	IS
Organization	Total	New	Total	New	Late last month	Late this month
AD01	9	0	5+	0	0+	0+
CD01		The second				
ED01	6	0	9+		0	0
FD01	100 m 100 m 200 m 100 m					2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
LS01	1,1	1	0+			
MP01	77.2000 07.5				12 STEEL 2	And the second s
OS01					7	
PS01					100 mm	
QS01						
RS01	2	0	3	0	.3	3
SD01	1	0	1	0		1
TD01	1	0	2	0	13	0
VS01						100 PM
UP01		# # 0	79 1	0	0	0
Totals:	20	0	21+	0	17+	4+

NOTE: Greater than 20% late goes Red

FY03 Lost-Time Mishaps (10-30-02)

New Lost-Time Cases Since Last Meeting

10/28/02 Employee slipped on curb in 4203 parking lot, injuring foot. Missed 1 day and counting.

SHE Committee Open Actions October 30, 2002

TACAMA					
ACTION		POINTOF		-	DATE
NO.	ISSUE/CONCERN	CONTACT	ACTIONEE	FINAL PRODUCT	OPEN
SHE-02-007	Dennis Davis showed a sharp	Axel	Organizations	Either close actions or	08-28-02
	increase in the number of late	Roth/DE01	with Late	provide new completion date	-
	HAZTRAK actions.		HAZTRAK	with reason current date	
			Actions	could not be bet.	
SHE-02-013	A question was raised	Nance Jo	Training Sub-	Assure that fire extinguisher	10-02-02
	concerning availability of fire	Ogozalek/	committee	training attendance is being	
	extinguisher training. The	ED33	-	document by the Training	
-	Fire Department and Cortez			Department.	
	III are providing training but			•	
	not sure if it being properly				
	recorded.		-		
SHE-02-014	The Laboratory Operations	Nance Jo	Training Sub-	Review proposal for a	10-02-02
	Sub-committee proposed that	Ogozalek/	Committee	supervisor's checklist for	
	a checklist be developed for	ED33		temporary and new	
	supervisors to assure			employees and submit	
	temporary employees receive			recommendation to the SHE	
-	adequate safety training.			Committee.	
SHE-02-015	Joyce Eagan reported that no-	Jim Carter/	Wellness	Investigate and provide	10-02-02
	shows for medical	AD01	Sup-	recommendations to	
	appointments is very high.		Committee	encouraged employees to	
				keep medical appointments.	
SHE-02-016	Nance Jo discussed SHE	Nance Jo	Dave Spacek/	Distribute mishaps and close	10-16-02
	Subcommittee activities.	Ogozalek/	QS50	call reports to the respective	
	,	ED33		SHE Subcommittee.	
SHE-02-017	Tom Dollman read the "T	Tom Dollman/	Communicati	Distribute the "I Chose To	10-16-02
	Chose to look the Other	SD01	on Sub-	Look the Other Way" Poem	
	Way" Poem and		Committee	to all employees via Marshall	
	recommended it be			Star.	
	distributed to all employees.				-